

Agenda
Monroe County Airport Authority
Governance Committee Meeting
January 21, 2009

Nicholas Juskiw-Chairperson

- 1. Approval of Minutes**
- 2. Review the following policies: (these policies are contained in your policy notebooks) except for the Ethics Hotline**

Whistleblower
Procurement
Procurement Disclosure
Disposition of Real and Personal Property
Ethics Hotline

**Minutes
Monroe County Airport Authority
Governance Committee Meeting
January 21, 2009**

Present: Nick Juskiw, Chairman
Susan Keith

Absent: Willie Lightfoot, Jr.

Others Present: Phil Mancini, Internal Control Auditor
Chuck Turner, Assistant Secretary

Approval of Minutes. The meeting of the September 17, 2008 meeting was approved unanimously 2-0.

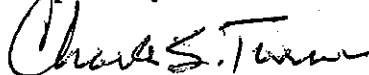
The following policies were reviewed and approved unanimously without change:

Whistleblower
Procurement Policy
Procurement Disclosure Policy
Policy for Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property

These policies will be submitted to the full Board for readoption at its next meeting.

Ethics Hotline. Mr. Mancini reviewed the ethics hotline which had been approved by the Board at its regular meeting. Reports from the hotline will be submitted to the Governance Committee for its review.

Respectfully Submitted,



Charles S. Turner
Assistant Secretary

Dated: Feb. 11, 2009

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 20 of 2006

PROCUREMENT POLICY

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. Any purchase / contract for goods or services must adhere to the following:

- a. The Monroe County Airport Authority (hereinafter "Authority") shall comply with all provisions of New York State Law and in particular the Public Authorities Law, Title 31 Section 2768 regarding contracts for construction.
- b. All purchase of goods and services shall be procured by the Authority, or any of its agents in the same manner as required by the County of Monroe (hereinafter "County") pursuant to New York State Law by competitive bidding or if competitive bidding is not required by such policies and procedures as the County has adopted as its procurement policy as it currently exists or as it may be amended in the future.
- c. Professional services agreements are not required to be awarded to the lowest responsible bidder. The Authority shall issue a request for proposals for professional service contracts, and shall use a selection process to determine the most qualified contractor to provide the best value to the Authority to perform the services. Best value is defined as optimizing quality, cost, and effectiveness among responsive and responsible offerors.
- d. If the annual cost of the purchase/contract for goods or services, including professional service agreements, is not more than \$5,000 the Administrative Director may authorize the procurement and shall notify the Authority of such procurement. If the annual cost of the procurement exceeds \$5,000 the Authority shall authorize the procurement.
- e. The Administrative Director shall be responsible for the implementation of this policy to insure full compliance by the Authority and any of its agents, and to issue such rules and regulations implementing this policy as may be necessary to insure full compliance.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: August 16, 2006

Vote: 5-0

Page 2
Procurement Policy
Certification

I, Charles S. Turner, Assistant Secretary
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport
Authority at a General Meeting held
August 16, 2006.

Dated: 9-7-06

Charles S. Turner
Charles S. Turner, Assistant Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
January 21, 2009**

- | | | |
|-----------|--|--------------------|
| 1. | Roll Call | Iacovangelo |
| 2. | Approval of Minutes from December 3, 2008 | Iacovangelo |
| 3. | Audit Planning With The Bonadio Group | Pink |
| 4. | Authority Risk Assessment review | Mancini |
| 5. | Initiation of an Ethics Hot Line | Mancini |
| 6. | Annual Audit Work Plan | Mancini |
| 7. | Annual review of Authority Policies | Veltre |
| 8. | Review Preliminary December Financials | Veltre |

**Minutes
Monroe County Airport Authority
Audit Committee Meeting
January 21, 2009**

Present: Bernard Iacovangelo
Don Johnson
Stephen Tucciarello

Others Present: David Damelio, Director of Aviation
Daniel DeLaus, Secretary
Ken Pink, Bonadio
Philip Mancini, Internal Auditor
Charles Turner, Assistant Secretary
Angela Veltre, Fiscal Coordinator

Approval of Minutes from December 3, 2008. The minutes were approved unanimously 3-0.

Audit Planning with the Bonadio Group. Ken Pink reviewed a document which he distributed to all Members of the Committee entitled Audit Committee Planning Meeting January 21, 2009 and reviewed the items set forth in the document. Mr. Pink indicated they expect to be able to present there findings to the Audit Committee at its next meeting of March 18, 2009.

Authority Risk Assessment Review. Mr. Mancini reported that Risk Assessment is continuing and by the March 18, 2009 meeting they should have information for review by the Committee.

Initiation of an Ethics Hot Line. The Committee reviewed the proposed resolution to be submitted to the Board. Mr. Mancini indicated that a number of vendors had been reviewed to provide these services and that Lighthouse Services was the preferred vendor. Since the contract is under \$5,000 the Director will make the selection and report to the Board. They reviewed the process for the hotline to operate and including the emphasis on the fact that it will be anonymous. Reports from the hotline will be reported to both the Audit and the Governance Committee for appropriate action. There will be an evaluation at the end of the year to determine whether it should be renewed. It was moved by Member Iacovangelo and seconded by Member Johnson that the audit committee recommend to the Board that the resolution regarding establishing an ethics hotline be approved. The motion was approved 3-0.

Annual Audit Work Plan. Mr. Mancini presented the work plan identifying the items to be covered and the number of hours to be provided. He indicated that David Haas would be assisting him as a subcontractor in this regard. There will be status reports provided to the Audit Committee as the years go on. A draft report will be submitted to the

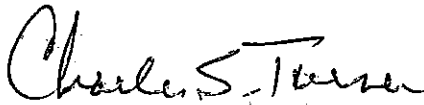
Committee before final report is completed. Chairperson Iacovangelo indicated that the estimated amount of time could be higher based upon the circumstances although no payments in excess of \$75,000 will be made under the Internal Auditor Contract unless it is approved by the Board. There was no objection voiced to utilize David Haas as a sub contractor. It was also noted that there is no conflict between David Haas working as a part time employee for the County and also as a sub contractor for Phil Mancini on this contract.

Annual Review of Authority Policies. Angela Veltre presented a series of documents and policies for their annual review. She noted that any action in regard to these policies in either to amend or to readopt would be taken at the next Audit Committee Meeting on March 18, 2009. In the meantime Committee Members should be reviewing the policies for consideration.

Review Preliminary December Financials. Angela Veltre presented the preliminary reports as of December 31, 2008 and they were briefly reviewed.

The meeting was adjourned at 12:15 pm and the next meeting will be held on March 18, 2009 at 11:00 am.

Respectfully Submitted,


Charles S. Turner
Assistant Secretary

Dated: Feb. 11, 2009

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
March 25, 2009**

- | | |
|---|----------------|
| 1. Treasurer-Presentation of 2008 Audited Financial | Adair |
| 2. Bonadio-Presentation of 2008 Audit | Shepard |
| 3. Annual Reporting and Resolution (PARIS Reporting) | |
| Risk Assessment | Mancini |
| Annual Investment Report | Veltre |
| Report on Real and Personal Property | Veltre |
| Policy Review and Update | Veltre |
| 4. Internal Auditors' Report: | Mancini |
| Ethics Hotline | |
| Taplo Audit | |
| 5. 2009 Renewal and Replacement Budget | Veltre |

Next meeting is May 20, 2009

**Minutes
Monroe County Airport Authority
Audit Committee Meeting
March 25, 2009**

Present: Bernard Iacovangelo, Chairperson
Don Johnson
Steve Tucciarello

Others Present: David Damelio, Director of Aviation
Randy Shepard, Bonadio & Co.
Scott Adair, Treasurer
Phil Mancini, Internal Auditor
Angela Veltre, Assistant Treasurer
Charles Turner, Assistant Secretary

Approval of minutes of January 21, 2009. It was moved by Member Johnson and seconded by Member Tucciarello that the minutes of January 21, 2009 be approved. The motion was passed unanimously 2-0.

Presentation of 2008 Audited Financial Statements. Mr. Adair reviewed the financial statements with the committee and he noted specifically footnote number 8 on page 24 in regard to concentrations. He stated that the financial statements had been prepared by staff and he thanked Angela Veltre and Phil Mancini for their outstanding work in this regard.

Chairman Iacovangelo joined the meeting at this time.

Presentation of 2008 Audit by Bonadio & Co. Randy Shepard presented the audit. He reviewed the required communications letter. He indicated that there is no management letter in regard to this audit because there were no findings requiring a management letter. He stated that this is a clean audit providing an unqualified opinion that the financial statements of the Authority present fairly, in all material respects, the financial position of the Monroe County Airport Authority as of December 31, 2008 and 2007.

It was moved by Member Iacovangelo and seconded by Member Tucciarello that it be recommended to the Monroe County Airport Authority Board that the 2008 audit be accepted. This motion passed unanimously 3-0.

Annual Reporting and Resolution. The following matters were presented to the committee in connection with filing the annual report by April 1, 2009:

Risk Assessment. Internal Auditor Phil Mancini provided the Committee with a two page document entitled "Assess Effectiveness of Internal Controls (D) and Action Plan for Corrective Action (E), if required, for 2008 at 3/25/09". Mr. Mancini reviewed this document identifying areas of high risk, significant risk, and medium risk. He also reminded the Board that in connection with this risk assessment it had been agreed to establish an internal auditor and a fraud hotline both of which have been accomplished.

Annual Investment Report. Assistant Treasurer, Angela Veltre presented the Annual Investment Report which was reviewed by the Committee.

Report on Real & Personal Property. Assistant Treasurer, Angela Veltre presented the annual Real and Personal Property Report which was reviewed by the Committee.

Policy Review and Update. Assistant Treasurer, Angela Veltre presented and reviewed with the Committee policies of the Monroe County Airport Authority. It was recommended by Staff that page 2 of the Policy entitled Assets, Tracking, Inventory, and Disposal of Assets, and Acquisition of Real Property at paragraph 8 be amended to include the following sentence at the end of the current paragraph., "The Contracting Officer must adhere to all the terms, conditions, and assurances contained in grant agreements that funded the acquisition or construction of the asset."

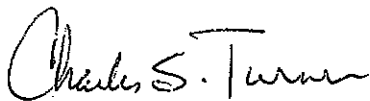
It was moved by Chairman Iacovangelo and seconded by Member Johnson that the Risk Assessment, Annual Investment Report, Report on Real and Personal Property, and Authority's Policies (as amended above) be referred to the full Board for approval. This motion passed unanimously 3-0.

Internal Auditor's Report: Internal Auditor Phil Mancini submitted a written report for the period January 1 through March 25, 2009, identifying areas of high risk during the 2008 Risk Assessment and identifying other activities of the internal auditor. Mr. Mancini indicated that he would be reporting periodically to the Audit Committee. Mr. Mancini also referred to the newly established hotline which has been put into effect. All Monroe County Employees at the airport have received an orientation on the hotline. There have been no complaints yet reported to the hotline but Mr. Mancini reported that he had done a test through the hotline and that it worked very well. A question was asked whether or not non county employees at the airport would be receiving the same training and this matter is under continuing discussion.

2009 Renewal and Replacement Budget. Assistant Treasurer, Angela Veltre presented and reviewed the 2009 renewal and replacement budget in the amount of \$3,094,166. It was moved by Chairman Iacovangelo and seconded by Member Johnson that said budget be approved and referred to the full Board for acceptance. This motion was passed unanimously 3-0.

The next meeting will be held May 20, 2009 at 11:00 am.

Respectfully Submitted,



Charles S. Turner
Assistant Secretary

Agenda
Monroe County Airport Authority
Audit Committee Meeting
May 20, 2009

- | | |
|--|--------------------|
| 1. Roll Call | Iacovangelo |
| 2. Approval of Minutes from March 25, 2009 meeting | Iacovangelo |
| 3. Report on Compliance and Internal Control over Compliance with Requirements Applicable to the Passenger Facility Program for the year ending December 31, 2008 | Veltre |
| 4. Issuance of 2008 Financial Information to Board Members | Veltre |
| 5. Review of 2009 Financials as of April 30, 2009 | Veltre |
| 6. Internal Auditors Report | Mancini |

**Minutes
Monroe County Airport Authority
Audit Committee Meeting
May 20, 2009**

Present: Bernard Iacovangelo, Chairperson
Don Johnson
Steve Tucciarello

Others Present: David Damelio, Director of Aviation
Scott Adair, Treasurer
Phil Mancini, Internal Auditor
Angela Veltre, Assistant Treasurer
Charles Turner, Assistant Secretary

Approval of Minutes of March 25, 2009. It was moved by Member Iacovangelo and seconded by Member Tucciarello that the minutes of March 25, 2009 be approved. The motion was passed unanimously 2-0.

Issuance of 2009 Financial Information to the Audit Committee Members. Angela Veltre provided to the Committee the following documentation provided by Bonadio & Co. The external Auditors for the Airport Authority.

1. Letter from Bonadio & Co dated March 23, 2009 regarding the Authority's current investment practices and concluded that the Authority is in compliance with its investment policy.
2. Letter from Bonadio & Co dated March 23, 2009 that in connection with the Audit nothing came to the attention of the Auditors that the Authority failed to comply with the terms, covenants, provisions, or conditions of Section VI of the Trust Indenture dated September 15, 1989.
3. The Financial Statements as of December 31, 2008 and 2007. These statements had previously been submitted to the Committee. Angela Veltre noted that there is no management letter in connection with these financial statements since nothing came to the attention of the Auditors requiring a management letter. By letter dated March 23, 2009 from Bonadio & Co the Auditors state an opinion that the "Financial Statements referred to above present fairly, and all material respects, the financial position of the Monroe County Airport Authority as of December 31, 2008 and 2007, and the change in its financial position and its cash flows for the years then ended in conformity with the accounting principals generally accepted in the United States."

Report on Compliance and internal control over compliance with requirements applicable to the Passenger Facility Program and on the schedule of Passenger Facility Charge Cash Receipts and Disbursement for the quarters of and the year ended December 31, 2008. This information was presented by Angela Veltre who reported that it had not previously been submitted to the Committee. It involves Passenger Facility Charges No.3 and No. 4. Bonadio & Co by letter dated March 23, 2009 determined that the Authority complied, and all material respects, with the requirements referred to above that are applicable to its PFC program for the

quarters of and the year ended December 31, 2008. There was no identification of deficiencies or material weaknesses.

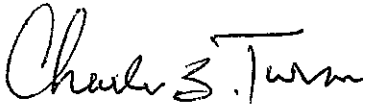
Airport Director Damelio stated to the Committee that the current passenger facility charge is \$4.50. There are measures pending before Congress to increase this rate to \$7.50 to compensate for reduced federal funding of airports. He indicated this legislation may pass Congress this session.

Review of 2009 Financials as of April 30, 2009. Angela Veltre reviewed financial reports year to date. The cash balance is approximately 26 million dollars and equity is up approximately 2.2 million dollars which is the amount by which revenues have exceeded expenses year to date. Revenues are up approximately 1% due to accruing revenues on a more timely basis. Interest revenues are down significantly. It was moved by Member Tucciarello and seconded by Member Johnson that the financial statements as of April 30, 2009 be received. Motion passed unanimously 3-0.

Internal Auditors Report. Angela noted that Phil Mancini could not attend the meeting due to another commitment but did review the program which he has developed and submitted a written dated May 20, 2009 to the Committee. The Committee was made aware of an ongoing investigation by Mr. Mancini regarding use of the Fleet Fuel Facilities by Mapco. It is expected that a final report will be submitted at the meeting.

The meeting was adjourned at 11:45 am. The next meeting is scheduled for July 15, 2009.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charles S. Turner".

Charles S. Turner
Assistant Secretary

Dated: 6-11-09

Agenda
Monroe County Airport Authority
Audit Committee Meeting
July 15, 2009

- | | |
|---|--------------------|
| 1. Roll Call | Iacovangelo |
| 2. Approval of Minutes from May 20, 2009 | Iacovangelo |
| 3. Internal Auditor Report | Mancini |
| 4. Financial Report as of June 30, 2009 | Veltre |

**Minutes
Monroe County Airport Authority
Audit Committee Meeting
July 15, 2009**

Present: Bernard Iacovangelo, Chairperson
Steve Tucciarello

Absent: Don Johnson

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
Phil Mancini, Internal Auditor
Charles Turner, Assistant Secretary
Angela Veltre, Assistant Treasurer

The meeting was called to order at 11:05 am by Chairman Iacovangelo.

Approval of Minutes of May 20, 2009. It was moved by Chairman Iacovangelo and seconded by Member Tucciarello that the minutes of the Audit Committee Meeting of May 20, 2009 be approved. The motion was adopted unanimously 2-0.

Internal Auditor Report. Presented by Phil Mancini. Mr. Mancini distributed an internal auditors report for the period May 21, 2009 to July 15, 2009. Mr. Mancini stated that the TAPLO/SOCO audit was complete and a report would be issued shortly.

The result of the airlines space review indicates that space leased is not the same as occupied due to changes caused by construction. It will be necessary to make some rent adjustments at the end of the year. US Airways will be particularly impacted by this adjustment. The Director of Aviation has been notified of this result and it was agreed that the study would be given to the airlines for their review prior to making the adjustments at the end of the year. Chairman Iacovangelo pointed out that it was particularly important to give the airlines a chance to comment on the study before final adjustments were made.

Mr. Mancini indicated that he will now move to the next step in the study; full review of all terminal space occupied by concessionaires.

The MAPCO audit will be complete by the end of August.

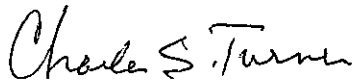
Mr. Mancini also noted that attached to his report was an accounting of internal audit time. He pointed out that time has been devoted to training and knowledge transfer which was not originally budgeted. At this point he wants the audit committee to be made aware of this situation. He is not requesting any adjustment in the contract amount for internal auditing at this time. The Ethics Hotline received one call during the period which has been resolved.

Financial report as of June 30, 2009. Angela Veltre noted the report is preliminary since the County had not closed its books as of June 30 and there may be some slight changes. Ms. Veltre will send a final report as of June 30 when it is available to the Committee. Ms. Veltre reviewed the balance sheet, detailed cash accounts, and the revenue and expense statement. She pointed out that overall revenues are down 4% from last year and that interest revenue is down from approximately \$400,000 to \$100,000 in the current year. Parking revenue is also down approximately 12% reflecting reduced enplanements at the airport in 2009. Overall Ms. Veltre concluded that the airport continues to maintain a strong financial position.

The meeting was adjourned at 11:50 am.

The next meeting will be September 16, 2009 at 11:00 am.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charles S. Turner".

Charles S. Turner
Assistant Secretary

Dated: 8-10-09

Agenda
Monroe County Airport Authority
Audit Committee Meeting
September 23, 2009

- | | |
|--|--------------------|
| 1. Roll Call | Iacovangelo |
| 2. Approval of Minutes from July 15, 2009 | Iacovangelo |
| 3. Internal Auditor Report | Mancini |
| 4. Financial Report as of August 31, 2009 | Veltre |

**Minutes
Monroe County Airport Authority
Audit Committee Meeting
September 23, 2009**

Present: Bernard Iacovangelo, Chairperson
Steve Tucciarello
Don Johnson

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
Phil Mancini, Internal Auditor
Charles Turner, Assistant Secretary
Angela Veltre, Assistant Treasurer

The meeting was called to order at 11:05 am by Chairman Iacovangelo.

Approval of Minutes of July 15, 2009. It was moved by Chairman Iacovangelo and seconded by Member Johnson that the minutes of the audit committee meeting of July 15, 2009 be approved. The motion was adopted unanimously 3-0.

Internal Auditor Report. The internal audit report was presented by Phil Mancini. Mr. Mancini stated that the airline space audit, TAPLO/SOCO and MAPCO audits were complete. The audit of Crane Hogan and Hertz Rent A Car are pending. Mr. Mancini proposed that the audit of Avis Rent A Car be moved to 2010 from 2009. He explained that they had initially under estimated the amount of time that would be allocated to non audit activities necessitating doing some of this audit work in 2010. Director Damelio agreed that this was necessary and it was not possible to anticipate all contingencies encountered in these audits. Chairman Iacovangelo concurred with this change of scheduling. Mr. Mancini further noted that completion of auditing of non airline terminal space at the airport is still in process.

Hotline. Mr. Mancini reported that there had been one call in June and one call in July on the hotline and no calls in August. Both of the calls for June and July were management related and did not raise ethnical issues. Mr. Mancini had investigated both calls and had satisfied the issue raised. Mr. Mancini had received union concerns about the hotline and its implementation but that does not appear to be currently an issue.

Mr. Mancini also noted that the transition between himself and Angela Veltre regarding accounting and bookkeeping issues for the airport has gone very smoothly. Angela Veltre concurred in this statement.

Mr. Mancini noted that he will be doing a risk assessment on an annual basis. He further presented a record of time which has been spent on auditing work to date.

Mr. Mancini submitted draft reports regarding audits of TAPLO/SOCO food concession, MAPCO Parking Management and Fleet Maintenance and MAPCO Parking Management. Each draft report is dated September 23, 2009. Mr. Mancini reviewed the format of each report as well as findings regarding securing all revenues due to the airport by the Manager or Concessionaire. He noted that in each instance that the findings of the report had been reviewed with the Manager or Concessionaire and appropriate changes called for had been instituted. Follow up where appropriate will also be initiated with each Concessionaire or Manager.

Financial Report as of August 31, 2009. This report was presented by Assistant Treasurer Angela Veltre. She noted certain changes in cash receivable and accrued liability. She further noted that the equity balance shows a decrease of approximately \$365,000 on the balance sheet.

Revenues for the airport on the Revenue and Expense Statement are down approximately 3 percent from one year ago. Interest earnings are down. Money market accounts are currently earning .55 percent which is a better return than in CD's.

Fees and Revenues are consistent with last year but parking revenues are down 8.3 percent.

Expenditures are up 4 percent. Overall revenues exceed expenditures by 2.2 million if depreciation expense of 2.5 million is excluded.

The meeting was adjourned at 11:55 am. The next meeting of the Audit Committee is scheduled for December 2, 2009.

Respectfully Submitted,



Charles S. Turner
Assistant Secretary

Dated: Oct. 15, 2009

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
November 16, 2009**

- | | |
|---|--------------------|
| 1. Roll Call | Iacovangelo |
| 2. Approval of Minutes from September 23, 2009 | Iacovangelo |
| 3. Audit Entrance Presentation by Bonadio & Co., LLP | Shepard |
| 4. Schedule of dates for 2010 Audit Committee Meetings | Iacovangelo |
| 5. Renewal of Contract with Internal Auditor | Iacovangelo |
| 6. 2010 MCAA Budget | Veltre |
| 7. 2010 Renewal and Replacement Budget | Veltre |
| 8. Financial Report as of October 31, 2009 | Veltre |
| 9. Internal Auditor Report | Mancini |

Next Meeting of the Audit Committee will be January 20, 2010 at 11:00 a.m.

**Minutes
Monroe County Airport Authority
Audit Committee Meeting
November 16, 2009**

Present: Bernard Iacovangelo, Chairperson
Steve Tucciarello
Don Johnson

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
Phil Mancini, Internal Auditor
Charles Turner, Assistant Secretary
Angela Veltre, Assistant Treasurer
Randall Shepard – Audit Partner for Bonadio

The meeting was called to order at 12:35 pm by Chairman Iacovangelo.

Approval of Minutes of September 23, 2009. It was moved by Chairman Iacovangelo and seconded by Member Johnson that the minutes of the audit committee meeting of September 23, 2009 be approved. The motion was adopted unanimously 2-0.

Audit Entrance Presentation by Bonadio and Co., LLP. Randall Shepard, Audit Partner for Bonadio & Co. presented information to the committee regarding the 2009 Audit. He noted that Bonadio will meet with the committee twice during the audit process. He provided a hand out entitled Audit Committee Planning Meeting dated November 16, 2009. (Committee member Steve Tucciarello joined the meeting in progress.) Mr. Shepard reviewed the auditors responsibilities and stated that a key point to remember is that an audit does not relieve management or the audit committee of the responsibilities with regard to governance and oversight. He reviewed the standards regarding materiality and the type of errors that the auditor is able to accept. He reviewed the key role the Audit Committee plays in the oversight process and the identification of high risk audit areas. Mr. Shepard noted that in regard to GASB requirement number 51 regarding treatment of intangible assets that this should not have a significant impact on the Authority. There are no new auditing considerations identified for 2010. Mr. Shepard reviewed the time table indicating that the next meeting with the Audit Committee is tentatively scheduled for March 18, 2010. It was noted that the Board is scheduled to meet on March 17th and therefore the date of the Audit Committee Meeting may require adjustment.

Chairman Iacovangelo questioned whether the recent contract for internal auditing should be referenced in the audit or management letter. This shows that the Authority is proactive at maintaining the integrity of the financial operation of the airport. Mr. Shepard indicated that he would take this under consideration. There were no further questions of Mr. Shepard.

Schedule of Dates for 2010 Audit Committee Meetings. The list of dates for 2010 were distributed to the committee. Chairman Iacovangelo noted that he currently has a conflict with the January 20, 2010 meeting. It was noted that the dates will be reviewed on an as needed basis.

Renewal of Contract with Internal Auditor. Chairman Iacovangelo noted that when the Board approved the initial one year internal auditing contract with Philip Mancini it authorized two 2 year renewals. He stated that an evaluation had been completed of Mr. Mancini's services as required by the contract. The evaluation was very positive and the committee members voiced their support of the work of Mr. Mancini. It was moved by Chairman Iacovangelo and seconded by member Johnson that the committee recommended to the Administrative Director that the internal auditing contract be renewed for a 2 year period January 1, 2010 through December 31, 2011. This motion was adopted unanimously 3-0.

2010 Monroe County Authority Budget. Assistant Treasurer Angela Veltre reviewed the proposed budget with the committee members. She noted that there was less than a one percent increase in the operating budget over 2009. The budget will be presented at the Board Meeting on December 2, 2009 for approval.

2010 Renewal and Replacement Budget. This budget was reviewed with the committee by Assistant Treasurer Angela Veltre. It provides for expenditures of \$3,094,167 and Ms. Veltre reviewed the allocation of those expenditures. This Renewal and Replacement Fund budget will be submitted to the Authority Board for approval on December 2, 2009.

Financial Report as of October 31, 2009. This was reviewed with the committee by Assistant Treasurer Angela Veltre. She reviewed both revenues and expenditures to date and noted that as of October 31st revenues exceed expenditures by \$12,000, with depreciation included. She concluded that the Airport is doing very well in its financial operations.

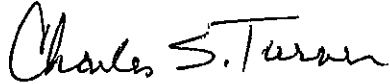
Internal Auditor Report. Internal Auditor Philip Mancini submitted a written report dated September 24 – November 16, 2009. He identified the Crane-Hogan audit as having been completed. He stated that the Hertz Audit, full terminal space review, and Federal Express Audit would be completed by December 31, 2009. Mr. Mancini reviewed with the committee the findings of this auditing work.

Mr. Mancini noted that they had received one contact in October on the Ethics Hotline. This was an issue of management and has been resolved. All calls to date over the Ethics Hotline have been management issues and have been resolved.

Mr. Mancini noted that he will continue to conduct the risk assessment for 2010 as part of his work plan.

The meeting was adjourned at 1:30 pm. The next meeting is scheduled for January 20, 2010 at 11:00 am..

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charles S. Turner".

Charles S. Turner
Assistant Secretary

Dated: Nov. 24, 2009

**Agenda
Monroe County Airport Authority
Regular Meeting
January 21, 2009**

- | | | |
|------------|--|--------------------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Approval of Minutes from Special Meeting December 18, 2008 Regular Meeting December 3, 2008 | Vazzana |
| 4. | Audit Committee Report | Iacovangelo |
| 5. | Authorize Establishment of an Ethics Hotline | Damelio |
| 6. | Adoption of the Governance Committee Charter | Juskiw |
| 7. | Readopt Code of Ethics & Financial Disclosure Statement | Turner |
| 8. | Traffic Report | Haas |
| 9. | Directors Report | Damelio |
| 10. | Other Business | Damelio |

**Minutes
Monroe County Airport Authority
Regular Meeting
January 21, 2009**

Present: James Vazzana, Chairperson
Bernard Iacovangelo
Don Johnson
Susan Keith
Nicholas Juskiw
Stephen Tucciarello

Absent: Willie Lightfoot, Jr.

Others Present: David Damelio, Director of Aviation
Daniel DeLaus, Secretary
Tammy Buck, Assistant to Director
David Haas, Consultant
Philip Mancini, Internal Auditor
Charles Turner, Assistant Secretary
Angela Veltre, Fiscal Coordinator

The meeting was called to order by Chairman Vazzana at 12:20 pm. The minutes of the regular meeting of December 3, 2008 were approved unanimously 6-0. The minutes of the Special Meeting of December 18, 2008 were approved unanimously 6-0.

Audit Committee Report. Chairperson, Iacovangelo reported that the Audit Committee had met just prior to the regular meeting of the Airport Authority on January 21, 2009 and had reviewed the Audit Plan with the Bonadio Group, conducted a risk assessment review, had reviewed the proposed resolution to establish a Ethics Hotline, reviewed the annual audit work plan, commenced review of Authority Policies, and reviewed the December Financial Statements. Chairman Vazzana thanked the Audit Committee for its continuing good work.

Authorize Establishment of an Ethics Hotline. This resolution had been reviewed by the Audit Committee which recommended its adoption. The hotline will be monitored by an outside Company who will be selected by Director Damelio. Reports will be submitted to Philip Mancini as the Internal Auditor who will investigate the report as appropriate unless the report involves Mr. Mancini in which situation the report will be referred to another official. The cost of the hotline will be less than \$2,000 per year. It was moved by Member Iacovangelo and seconded by Member Juskiw that Resolution No. 1. of 2009 be approved. The motion was adopted unanimously 6-0.

Adoption of the Governance Committee Charter. Chairperson Juskiw of the Governance Committee stated this had been reviewed and recommended at the last Governance Committee meeting of September 17, 2008. He pointed out that this Governance Committee Charter is consistent with the model governance committee charter recommended by the Authority Budget Office. It was moved by Member Juskiw and seconded by Member Keith that Resolution No. 2 of 2009 be approved. The motion was adopted unanimously 6-0.

Readopt Code of Ethics & Financial Disclosure Statements. Assistant Secretary Turner indicated that these documents had been reviewed and approved by the Governance Committee at its meeting of September 17, 2008. There are no changes being recommended in these documents. It was moved by Member Juskiw and seconded by Member Keith that Resolution No. 3 of 2009 be approved. The motion was adopted unanimously 6-0.

Mr. Turner reminded the Board that a copy of the Financial Disclosure Statements were included in the packet to each member to be completed and returned to him not later than April 15, 2009.

Traffic Report. Mr. Haas reviewed the traffic report for 2008. He noticed that enplanements were down somewhat and the load factor was also down to 72% from 74% in 2007. He provided information that compared traffic between Rochester, Buffalo and Syracuse. Landing weights in 2008 were below the total for 2007. Departures were also down slightly. There is no change in the number of cities being served by the airport on a nonstop basis which totals 78.

Directors Report. Director Damelio reported that the new screening equipment is being installed by TSA which will be the first in the state. In regard to construction they are presently drilling holes for the garage expansion and the renovations on concourse B are commenced. He visited the FAA Offices in Washington last week. More funds from the stimulus package may be available to the airport. All projects submitted have been approved. There was a meeting in regard to any change in operations regarding the merger between Delta and Northwest.

There is a provision in the rental car agreements that there is an abatement in rent if traffic drops by 15%. We have not yet reached that point and there is no recommendation to reduce fees to the rental car agencies.

In regard to the garage addition Member Juskiw asked the total cost of this project. Mr. Damelio replied it is approximately 15.8 million. Chairman Vazzana asked who is the general contractor and Mr. Damelio replied Crane Hogan. DiMarco is the Construction manager. The addition will add 780 new spots to the garage capacity. 280 spots will be impacted during the construction process. There will be negligible loss of revenue during construction. There will be some short term borrowing in order to finance the construction as is usually the case. This project will probably not be part of the stimulus package.

The meeting was adjourned at 1:00 pm. The next meeting is scheduled for March 18, 2009.

Respectfully Submitted,

Charles S. Turner/19

Charles S. Turner
Assistant Secretary

Dated: Feb 11, 2009

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 OF 2009

AUTHORIZE ESTABLISHMENT OF AN ETHICS HOTLINE

WHEREAS, the Monroe County Airport Authority ("Authority") is committed to promoting the highest level of legal and ethical behavior in the conduct of Authority business, and

WHEREAS, the Authority desires to establish a mechanism for the reporting, and treatment of complaints regarding accounting and auditing matters, fraud or any other unethical and/or illegal behavior, and

WHEREAS, the Authority in furtherance of these goals desires to establish an Ethics Hotline to provide such a mechanism.

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Authority hereby authorizes the establishment of an Ethics Hotline from January 1, 2009 through December 31, 2009, to provide a mechanism, on an anonymous basis, for employees and/or other stakeholders of the Authority to report information concerning accounting or audit irregularities, fraud or any other unethical and/or illegal behavior in the conduct of Authority business

Section 2. The Ethics Hotline shall be operated under the supervision of Philip H. Mancini, Internal Auditor, who shall establish such policies and procedures to administer the Ethics Hotline as necessary to achieve the purposes of this resolution. A report regarding the operation of the Ethics Hotline shall be filed with the Audit Committee on a periodic basis and also with the Governance Committee as necessary to assist in review and modification of Whistleblower, the Code of Ethics, and any other relevant Authority policies.

Section 3. Funds have been appropriated in the 2009 Authority budget for this purpose.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held January 21, 2009.

Dated: Feb. 11, 2009



Charles S. Turner, Assistant Secretary

Monroe County Airport Authority

Resolution No. 2 of 2009

Adoption of the Governance Committee Charter

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves and adopts the Governance Committee Charter as follows;

1. Purpose

Pursuant to Article III, Section 4 of the Authority's bylaws, the purpose of the governance committee is to assist the Board by:

- Keeping the Board informed of current best practices in corporate governance;
- Reviewing corporate governance trends for their applicability to the Monroe County Airport Authority
- Updating the Monroe County Airport Authority corporate governance principles and governance practices; and
- Advising those responsible for appointing directors to the Board on the skills, qualities and professional or educational experiences necessary to be effective Board members.

2. Powers of the Governance Committee

The Board of Directors has delegated to the governance committee the power and authority necessary to discharge its duties, including the right to:

- Meet with and obtain any information it may require from authority staff.
- Obtain advice and assistance from in-house or outside counsel, accounting and other advisors as the committee deems necessary.
- Solicit, at the Authority's expense, persons having special competencies, including legal, accounting or other consultants as the committee deems necessary to fulfill its responsibilities. The governance committee shall have the authority to negotiate the terms and conditions of any contractual

relationship subject to the Board's adopted procurement guidelines as per Public Authorities Law Section 2879, and to present such contracts to the Board for its approval.

3. Composition and Selection

The membership of the committee shall be as set forth in accordance with and pursuant to Article III, Section 4 of the Authority's bylaws. The governance committee shall be comprised of 3 independent members. (The size of the committee is determined by the Board of Directors.) The governance committee members shall be appointed by, and will serve at the discretion of the Airport Authority's Board of Directors. The Board may designate one member of the governance committee as its Chair. The members shall serve until their resignation, retirement, removal by the Board or until their successors shall be appointed and qualified. When feasible, the immediate past governance committee Chair will continue serving as a member of the Committee for at least one year to ensure an orderly transition.

Governance committee members shall be prohibited from being an employee of the Authority or an immediate family member of an employee of the Authority. In addition, governance committee members shall not engage in any private business transactions with the Authority or receive compensation from any private entity that has material business relationships with the authority, or be an immediate family member of an individual that engages in private business transactions with the Authority or receives compensation from an entity that has material business relationships with the Authority.

The governance committee members should be knowledgeable or become knowledgeable in matters pertaining to governance.

4. Committee Structure and Meetings

The governance committee will meet a minimum of twice a year, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter. All committee members are expected to attend each meeting, in person or via telephone or videoconference.

Meeting agendas will be prepared for every meeting and provided to the governance committee members at least five days in advance of the scheduled meeting, along with the appropriate materials needed to make informed decisions. The governance committee shall act only on the affirmative vote of a majority of the members at a meeting or by unanimous consent. Minutes of these meetings are to be recorded.

5. Reports

The governance committee shall:

- Report its actions and recommendations to the Board at the next regular meeting of the Board.
- Report to the Board, at least annually, regarding any proposed changes to the governance charter or the governance guidelines.
- Provide a self-evaluation of the governance committee's functions on an annual basis.

6. Responsibilities

To accomplish the objectives of good governance and accountability, the governance committee has responsibilities related to: (a) the Authority's Board; (b) evaluation of the Authority's policies; and (c) other miscellaneous issues.

7. Relationship to the Authority's Board

The Board of Directors has delegated to the governance committee the responsibility to review, develop, draft, revise or oversee policies and practices for which the governance committee has specific expertise, as follows:

- Develop the Authority's governance practices. These practices should address transparency, independence, accountability, fiduciary responsibilities, and management oversight.
- Develop the competencies and personal attributes required of Directors to assist those authorized to appoint members to the Board in identifying qualified individuals.

In addition, the governance committee shall:

- Develop and recommend to the Board the number and structure of committees to be created by the Board.
- Develop and provide recommendations to the Board regarding Board member education, including new member orientation and regularly scheduled board member training to be obtained from state-approved trainers
- Develop and provide recommendations to the Board on performance evaluations, including coordination and oversight of such evaluations of the board, its committees and senior management in the Authority's governance process.

8. Evaluation of the Authority's Policies

The governance committee shall:

- Develop, review on a regular basis, and update as necessary the Authority's code of ethics and written policies regarding conflicts of interest. Such code of ethics and policies shall be at least as stringent as the laws, rules, regulations and policies applicable to state officers and employees.
- Develop and recommend to the Board any required revisions to the Authority's written policies regarding the protection of whistleblowers from retaliation.
- Develop and recommend to the Board any required revisions to the Authority's equal opportunity and affirmative action policies.

- Develop and recommend to the Board any required updates on the Authority's written policies regarding procurement of goods and services, including policies relating to the disclosure of persons who attempt to influence the Authority's procurement process.
- Develop and recommend to the Board any required updates on the authority's written policies regarding the disposition of real and personal property.
- Develop and recommend to the Board any other policies or documents relating to the governance of the Authority, including rules and procedures for conducting the business of the Authority's Board, such as the Authority's by-laws. The governance committee will oversee the implementation and effectiveness of the by-laws and other governance documents and recommend modifications as needed.

9. Other Responsibilities

The governance committee shall:

- Review on an annual basis the compensation and benefits for the Managing Director and other senior Authority officials.
- Annually review, assess and make necessary changes to the governance committee charter and provide a self-evaluation of the governance committee.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: January 21, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held January 21, 2009.

Dated: Feb. 11, 2009

Charles S. Turner

Charles S. Turner, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 OF 2009

**READOPT THE CODE OF ETHICS AND FINANCIAL DISCLOSURE
STATEMENT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Code of Ethics and Financial Disclosure Statement are hereby
readopted as recommended by the Governance Committee and attached hereto:

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: January 21, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held January 21, 2009.

Dated: Feb. 11, 2009

Charles S. Turner

Charles S. Turner, Assistant Secretary.

**Agenda
Monroe County Airport Authority
Regular Meeting
March 25, 2009**

- | | |
|---|--------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Audit Committee Report: | Iacovangelo |
| A. Approve Submission of Annual Report and Accept 2008 Audit Report by Bonadio Co CPA | |
| B. Authorize Resolution to Adopt 2009 Renewal and Replacement Budget | |
| 4. Authorize Extension of Contract with Bruce Fennie for Professional Lobbying Services | Damelio |
| 5. Authorize Contract With MACH 1 Production for Air Boss Productions for Air Boss Trailer and Sound System Equipment Rental During the 2009 Air Show to be held at Monroe County Ontario Beach Park | Damelio |
| 6. Authorize Contract with Anderson & Kreiger, LLP for Legal Services Relating to FAA Matters Concerning the Greater Rochester International Airport | Damelio |
| 7. Traffic Report | Haas |
| 8. Directors Report | Damelio |
| 9. Other Business | Damelio |

The next meeting will be May 20, 2009

**Minutes
Monroe County Airport Authority
Regular Meeting
March 25, 2009**

Present: James Vazzana, Chairperson
Bernard Iacovangelo
Don Johnson
Nick Juskiw
Susan Keith
Steve Tucciarello

Absent: Willie Lightfoot

Others Present: David Damelio, Director of Aviation
Scott Adair, Treasurer
Tammy Buck, Assistant to the Director
Daniel DeLaus, Secretary
David Haas, Senior Management Analyst
Phil Mancini, Internal Auditor
Charles Turner, Assistant Secretary
Angela Veltre, Assistant Treasurer

The regular meeting of the Monroe County Airport Authority was called to order at 12:05 pm.

Approval of Minutes. It was moved by Member Keith and seconded by Member Juskiw that the minutes of January 21, 2009 be approved. The motion was passed unanimously 6-0.

Audit Committee Report. Chairman Iacovangelo of the Audit Committee reported on the Audit Committee meeting that transpired immediately prior to the Board meeting. The Committee reviewed the submissions in regard to the annual report, reviewed and recommended approval of the audit prepared by Bonadio & Co and reviewed and recommended adoption of the 2009 Renewal and Replacement Budget.

Approve Submission of Annual Report and Accept 2008 Audit Report by Bonadio & Co., CPA. It was moved by Member Juskiw and seconded by Member Johnson that Resolution No. 4 of 2009 approving Submission of Annual Report and Acceptance of 2008 Audit Report by Bonadio, & Co., CPA be adopted. It was noted that there was a amendment to the Assets, Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property policy as set forth in section 4 of the resolution adding the words "The Contracting Officer must adhere to all the terms, conditions, and assurances contained in grant agreements that funded the acquisition or construction of the asset" to paragraph 8 on page 2 of said policy. The motion was adopted 6-0.

Authorize Resolution to Adopt 2009 Renewal and Replacement Budget. It was moved by Member Iacovangelo and seconded by Member Tucciarello that Resolution No. 5 of 2009 be adopted. The motion was approved unanimously 6-0.

Authorize Extension of Contract with Bruce Fennie and Associates to Provide Consulting Services to the Monroe County Airport Authority. It was moved by Member Iacovangelo and seconded by Member Johnson that Resolution No. 6 of 2009 be adopted. The motion passed unanimously 6-0.

Authorize Contract with MACH I Production for Air Boss Productions for Air Boss Trailer and Sound System Equipment Rental During the 2009 Air Show to be held at Monroe County Ontario Beach Park. It was moved by Member Johnson and seconded by Member Iacovangelo that Resolution No. 7 of 2009 be adopted. The motion passes unanimously 6-0.

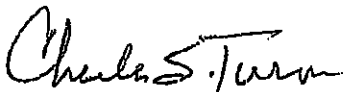
Authorize Contract with Anderson & Kreiger, LLP for Legal Services Relating to FAA Matters Concerning the Greater Rochester International Airport. County Attorney, Daniel DeLaus described the need and the purpose of retaining Anderson & Kreiger LLP. He advised the Board it was necessary to expedite the retention of this legal firm in order to proceed with matters with the FAA. Therefore he was recommending that the Authority waive its normal procurement policy of requiring an RFP for a professional services contract which waiver is set forth in section 3 of the resolution. He further noted that Scott Lewis, Esq. the partner in charge has worked in a number of matters for the Authority and has achieved excellent results. It was moved by Member Iacovangelo and seconded by Member Johnson that Resolution No. 7 of 2009 be adopted. The motion was approved unanimously 6-0.

Traffic Report. David Haas distributed the printed traffic report and reviewed its highlights.

Directors Report. Director Damelio distributed a written report dated March 25, 2009. In addition to the items set forth in the report, Director Damelio specifically recognized Angela Veltre as having recently been appointed Deputy Director. Chairman Vazzana congratulated Ms. Veltre on her appointment and Director Damelio on his report.

It was moved by Member Tucciarello and seconded by Member Johnson that the meeting be adjourned. The motion passed unanimously 6-0. The meeting was adjourned at 12:45pm. The next meeting is May 20, 2009 at 12:00 pm.

Respectfully Submitted,


Charles S. Turner
Assistant Secretary

Dated: April 4, 2009

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 of 2009

APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2008 AUDIT REPORT BY BONADIO CO CPA

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Annual Report for the Monroe County Airport Authority as presented to this meeting (Exhibit 1), is hereby accepted and it is a authorized and Directed that said report by filed with NYS Authority Budget Office, the County Executive, Chief Financial Officer, and President of the County Legislature for the County of Monroe in compliance with Section 2800 of the Public Authorities Law. The financial reports included as part of the Annual report are hereby approved. Internal Auditor Phil Mancini is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

Section 2. Public Authorities Law Section 2824 requires the establishment of policies regarding payment of salary, compensation and reimbursement and rules for time and attendance of the chief executive and senior management. The Authority hereby determines that said policies and rules are not required since all services to the authority are rendered by the County of Monroe pursuant to a Lease and Operating Agreement dated September 15, 1989 and the Authority has no employees and has not created any employee positions.

Section 3. The Monroe County Airport Authority has assessed the effectiveness of the internal financial controls of the Authority and based upon the report of the auditors of the Authority and staff of the Monroe County Department of Aviation have determined that said controls are effective and require no change at this time.

Section 4. The Monroe County Airport Authority hereby readopts the policies as follows: Assets: Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property, (as amended) Credit Card Policy, Disbursement Policy, Internal Controls and Financial Accountability Policy, Investment and Deposit Policy, Procurement Policy, Procurement Disclosure Policy, Travel Policy, and Whistleblower Policy. (Exhibit 2)

Section 5. The Monroe County Airport Authority hereby accepts the 2008 Report on Property, as presented, and as required by Public Authorities Law Section 2896(3) and directs that said report shall be filed with the New York State Comptroller, Director of the Budget, Commissioner of General Services and the Legislature.

Section 6. To the extent practicable documentation pertaining to the mission, current activities, most recent annual financial reports, current year budget and its most

recent independent audit report of the Authority shall be accessible to the public via the official web site of the County of Monroe in accordance with Public Authorities Law Section 2800 (2) (b).

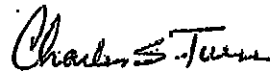
Section 7. The Authority having reviewed the 2008 Audit Report prepared by Bonadio & Co CPA hereby accepts said Audit Report and authorizes its filing as required by the Public Authorities Law. (Exhibit 3)

ADOPTION: Dated: March 25, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held March 25, 2009.

Dated: 3-31-09



Charles S. Turner, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 of 2009

**APPROVAL AND ADOPTION OF THE 2009 RENEWAL AND REPLACEMENT
BUDGET FOR THE MONROE COUNTY AIRPORT AUTHORITY**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby approves and adopts the 2009 Renewal and Replacement Budget as presented at this meeting and appended hereto and made a part hereof.

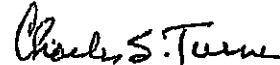
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: March 25, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held March 25, 2009.

Dated: 3-31-09



Charles S. Turner, Assistant Secretary

**Greater Rochester International Airport
2009 Renewal and Replacement Fund
Approval Date: March 25, 2009**

Sources of Funds:

| | |
|--|---------------------------|
| Annual Allocated (as calculated in rates and charges model) | \$1,364,271 |
| Annual Capital Appropriation from Surplus (as calculated in rates and charges model) | 1,129,895 |
| Annual Allocation (Airline contract minimum) | <u>600,000</u> |
| Total available: | <u><u>\$3,094,166</u></u> |

Budgeted Uses of Funds:

| | |
|---|-------------|
| Terminal Facility Enhancement Projects: | \$1,592,866 |
|---|-------------|

Allocation of funding for green energy initiatives, facility improvements, build-outs and maintenance equipment related to the terminal and adjacent area including parking.

| | |
|---|---------|
| Field Maintenance Operational Projects: | 689,000 |
|---|---------|

Allocation of funding for airfield and roadway safety, security, and maintenance.
Includes: Capital Fund 1420 \$19k for the remaining balance of AARF equipment;
Capital Fund 1495 \$600k for snow removal equipment-SRE; Purchase of Fire Station
Alerting System \$30k; Firefighting NFPA Compliant Turnout Gear \$40k

| | |
|--------------------------|---------|
| Airport Capital Project: | 312,500 |
|--------------------------|---------|

Allocation of funding for capital projects: Local share (2.5%) of FAA Grant aid of \$12.5 million in Airport Improvement Program (AIP) aid (\$4.5m Entitlement Funds, \$8.0m Discretionary Funds)

Note: Based upon allocation for Federal fiscal year 10/1/2008 to 9/30/09

| | |
|-----------------------|---------|
| Property Acquisition: | 500,000 |
|-----------------------|---------|

Allocation of funding for property acquisition as outlined in the Airport Master Plan

| | |
|----------------------|---------------------------|
| Total uses of funds: | <u><u>\$3,094,166</u></u> |
|----------------------|---------------------------|

Any de minimis unencumbered funds or adjusted funds from the final year end allocation (as required by the airline agreement formula) will impact current year allocations or be an advance purchase to meet 2009 requirements.

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 of 2009

AUTHORIZING AN EXTENSION OF A CONTRACT WITH BRUCE FENNIE & ASSOCIATES TO PROVIDE CONSULTING SERVICES TO THE MONROE COUNTY AIRPORT AUTHORITY

Whereas, The Monroe County Airport Authority authorized a one year contract for consulting services with Bruce Fennie & Associates by Resolution No. 5 of 2003, and

Whereas, Said Contract was amended and extended for one additional year by Resolution No. 9 of 2004, and

Whereas, Said Contract with Bruce Fennie & Associates was extended for two years commencing May 1, 2005 and ending April 30, 2007, with the Administrative Director authorized to execute two one year options each was executed thereby bringing the current expiration date to April 30, 2009.

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director of the Authority to execute an extension to the current contract with Bruce Fennie & Associates for consulting services for a term of two (2) months expiring June 30, 2009.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: March 25, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held March 25, 2009.

Dated: 3-31-09



Charles S. Turner, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 of 2009

AUTHORIZE CONTRACT WITH MACH 1 PRODUCTIONS FOR AIR BOSS TRAILER AND SOUND SYSTEM EQUIPMENT RENTAL DURING THE 2009 AIR SHOW TO BE HELD AT MONROE COUNTY ONTARIO BEACH PARK

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with MACH 1 Productions for the following Special Event support services for the 2009 ESL International Air & Water Show to be held May 30th and 31st, 2009:

1. Complete sound system;
2. One 24 foot trailer with announcer and air boss platform on roof;
3. Two VHF base stations with portable back-up.

Section 2. This contract shall not exceed \$7,250.00 including expenses.

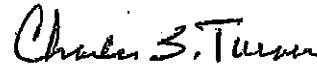
Section 3. This resolution shall take effect immediately.

ADOPTION: Date: March 25, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held March 25, 2009.

Dated: 3-31-09



Charles S. Turner, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 of 2009

AUTHORIZE CONTRACT WITH ANDERSON & KREIGER, LLP FOR LEGAL SERVICES RELATING TO FAA MATTERS CONCERNING THE GREATER ROCHESTER INTERNATIONAL AIRPORT.

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Anderson & Kreiger, LLP for legal services relating to FAA matters concerning the Greater Rochester International Airport.

Section 2. This contract shall not exceed \$20,000 including expenses.

Section 3. Based upon the recommendation of the Administrative Director and Counsel it is determined to be in the best interest of the Authority to award this contract without a request for proposal process as required by the Authority's Procurement Policy based upon the need for expeditious handling of the legal matters with the FAA, and the extensive background and experience of Anderson & Kreiger, LLP in the field of airport law and its favorable record of service in representing the Authority in matters dealing with the FAA in the past.

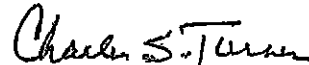
Section 4. This resolution shall take effect immediately.

ADOPTION: Date: March 5, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held March 25, 2009.

Dated: 3-31-09



Charles S. Turner, Assistant Secretary

**Agenda
Monroe County Airport Authority
Annual Meeting
March 25, 2009**

- | | |
|--|------------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Election of Officers Proposed Slate: | Vazzana |
| | |
| Vice Chairperson: | Nicholas Juskiw |
| Assistant Treasurer: | Angela Veltre |
| Assistant Secretary: | Charles Turner |
| Administrative Director: | David Damelio |
| | |
| 4. Other Business | Vazzana |
| 5. Adjournment | Vazzana |

**Minutes
Monroe County Airport Authority
Annual Meeting
March 25, 2009**

Present: James Vazzana, Chairperson
Bernard Iacovangelo
Don Johnson
Nick Juskiw
Susan Keith
Steve Tucciarello

Others Present: David Damelio, Director of Aviation
Scott Adair, Treasurer
Tammy Buck, Assistant to the Director
Dan DeLaus, Secretary
David Haas, Senior Management Analyst
Phil Mancini, Internal Auditor
Charles Turner, Assistant Secretary
Angela Veltre, Assistant Treasurer

The annual meeting of the Monroe County Airport Authority was called to order at 12:45pm.

Election of Officers. It was moved by Member Iacovangelo and seconded by Member Johnson that the following officers be elected for the coming year:

| | |
|--------------------------|-----------------|
| Vice Chairman: | Nicholas Juskiw |
| Assistant Treasurer: | Angela Veltre |
| Assistant Secretary: | Charles Turner |
| Administrative Director: | David Damelio |

The motion passed unanimously 6-0. The meeting was adjourned at 12:50 pm.

Respectfully Submitted,

Charles S. Turner

Charles S. Turner
Assistant Secretary

Dated: *April 7, 2009*

Agenda
Monroe County Airport Authority
Regular Meeting
May 20, 2009

- | | |
|---|--------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from March 25, 2009 | Vazzana |
| 4. Audit Committee Report Issuance of 2008 Financial Information to Members of Audit Committee | Iacovangelo |
| 5. Authorize Co-Sponsorship of "Walk the Runways" Fundraising Event for the Benefit of Lifetime Assistance Foundation Inc and to Authorize Expenditures not to exceed \$2,500 | Damelio |
| 6. Authorize a Sublease with Prime Flight Aviation Services, Inc for use of Terminal Space at the Greater Rochester International Airport | Damelio |
| 7. Authorize a 60 Day Extension with USAirports Flight Support, LLC for the Management Operation and Maintenance of the Fuel Facility at the Greater Rochester International Airport | Damelio |
| 8. Authorize a Contract With Bruce Fennie & Associates to Provide Consultant and Federal Lobbying Services for The Monroe County Airport Authority | Damelio |
| 9. Traffic Report | Haas |
| 10. Directors Report | Damelio |
| 11. Other Business | Vazzana |

**Minutes
Monroe County Airport Authority
Regular Meeting
May 20, 2009**

Present: James Vazzana, Chairperson
Bernard Iacovangelo
Don Johnson
Susan Keith
Willie Lightfoot
Steve Tucciarello

Absent: Nick Juskiw

Others Present: David Damelio, Director of Aviation
Scott Adair, treasurer
Daniel DeLaus, Secretary
Tammy Buck, Assistant to the Director
David Haas, Senior Management Analyst
Phil Mancini, Internal Auditor
Charles Turner, Assistant Secretary
Angela Veltre, Assistant Treasurer

The regular meeting of the Monroe County Airport Authority was called to order at 12:00 pm.

Approval of Minutes. It was moved by Member Iacovangelo and seconded by Member Johnson that the minutes of March 25, 2009 be approved. The motion was passed unanimously 6-0.

Audit Committee Report. Chairperson Iacovangelo reviewed the financial statements and letters from the auditor which were in the packet. There was no necessity for a management letter. The PFC report showed compliance. Chairman Vazzana congratulated the committee on its work.

Authorize Co-Sponsorship of "Walk the Runways" fundraising event for the benefit of Lifetime Assistance Foundation Inca and to Authorize Expenditures not to exceed \$2,500. Airport Director Damelio indicated that this was the ninth year the event had been held at the airport and the seventh year that the Authority would serve as co-sponsor. He felt it was a positive reflection of the Airport Authority. It was moved by Member Keith and seconded by Member Tucciarello that Resolution No. 8 of 2009 be adopted. The motion was passed unanimously 6-0.

Authorize a Sublease with Prime Flight Aviation Services, Inc for use of terminal space at the Greater Rochester International Airport. Airport Director Damelio indicated that the tenant will be occupying dead space behind ticket counter and well as lockers and a small office. It was moved by Member Iacovangelo and seconded by Member Tucciarello that Resolution No. 9 of 2009 be adopted. The motion passed unanimously 6-0.

Authorizing a 60 day extension with USAirports Flight Support, LLC for the management, operation, and maintenance of the fuel facility at the Greater Rochester International Airport. Airport Director Damelio stated that the airport which to explore other operations and that the facility will be operated to the airlines satisfaction. It was moved by Member Iacovangelo and seconded by Member Tucciarello that Resolution No. 10 of 2009 be adopted. The motion passed unanimously 6-0.

Authorize a Contract with Bruce Fennie & Associates to provide consultant and federal lobbying services for the Monroe County Airport Authority. Airport Director Damelio stated that an RFQ was issued and there were three (3) respondents all of which were interviewed. Bruce Fennie & Associates were selected as the most qualified. His firm has performed very well in the past and has a strong relationship with Congresswoman Slaughter and Senator Schumer which is very important. Member Iacovangelo congratulated the airport staff on its effort. It was moved by Member Iacovangelo and seconded by Member Keith that Resolution No. 11 of 2009 be adopted. The motion was passed unanimously 6-0.

Traffic Report. David Haas distributed the printed traffic report and reviewed its highlights.

Directors Report. Airport Director Damelio referred to the written Directors Report dated May 20, 2009 which was in the member's packets.

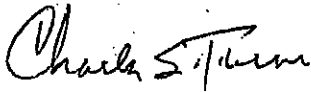
Director Damelio indicated that there were no operational issues arising out of the Delta Northwest Airline merger.

Sheriff personnel together with dogs are being trained at Lockland Air force base. The dogs will be used at the airport for bomb detection.

Other Business. Chairman Vazzana commended airport director Damelio and his efforts to resolve the FBO issue with Anthony Costello.

The meeting was adjourned at 12:45 pm and the next meeting is scheduled July 15, 2009.

Respectfully Submitted,



Charles S. Turner
Assistant Secretary

Dated: June 11, 2009

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 of 2009

**AUTHORIZE CO-SPONSORSHIP OF "WALK THE RUNWAYS"
FUNDRAISING EVENT FOR THE BENEFIT OF LIFETIME ASSISTANCE
FOUNDATION INC AND TO AUTHORIZE EXPENDITURES NOT TO
EXCEED \$2,500**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby agrees to co-sponsor the
"Walk the Runways" Fundraising Event to be held June 27, 2009 for the benefit of
Lifetime Assistance Foundation Inc. and hereby authorizes an expenditure of not more
than \$2,500 in connection with said sponsorship.

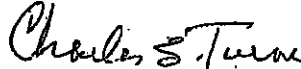
Section 2. This resolution shall take effect immediately.

ADOPTION: Date: May 20, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held May 20, 2009.

Dated: 6-11-09



Charles S. Turner, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 10 of 2009

**AUTHORIZING A SUBLEASE WITH PRIME FLIGHT AVIATION
SERVICES INC. FOR USE OF TERMINAL SPACE AT THE GREATER
ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a sublease, and any amendments thereto, on behalf of the Monroe County Airport Authority, with Prime Flight Aviation Services, Inc., 7135 Charlotte Pike, Suite 100, Nashville, TN 37209, for the use of terminal space at the Greater Rochester International Airport for a term of two (2) years, commencing with the effective date of the sublease. The sublease may be extended annually by mutual consent of the Authority and Subtenant. The monthly rent shall be \$500.00 per month. At the time of the renewal there will be a compounded and cumulative increase in the annual rent to the greater of three percent (3%) of the immediately preceding year's rent or the increase Consumer Price Index.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: May 20, 2009

Vote:

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held May 20, 2009.

Dated:

May 20, 09
Charles S. Turner

Charles S. Turner, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 11 of 2009

**AUTHORIZING A 60 DAY EXTENSION WITH USAIRPORTS FLIGHT
SUPPORT, LLC, FOR THE MANAGEMENT, OPERATION, AND
MAINTENANCE OF THE FUEL FACILITY AT THE GREATER
ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute an Extension, and any amendments thereto, on behalf of the Monroe County Airport Authority, with USAirports Flight Support, LLC, One Airport Way, Rochester, New York 14624, for the management, operation, and maintenance of the fuel facility at the Greater Rochester International Airport for a period of 60 days, commencing June 1, 2009. (The current Agreement states that there may be an extension for up to three (3) years by mutual consent of the Authority and Operator. The Extension shall incorporate the requirements and terms of the original Agreement dated June 1, 2004).

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: May 20, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held May 20, 2009.

Dated: 5-27-09

Charles S. Turner

Charles S. Turner, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 of 2009

**AUTHORIZE A CONTRACT WITH BRUCE FENNIE & ASSOCIATES
TO PROVIDE CONSULTANT AND FEDERAL LOBBYING SERVICES
FOR THE MONROE COUNTY AIRPORT AUTHORITY**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Bruce Fennie & Associates to provide Consultant and Federal Lobbying Services for the Monroe County Airport Authority.

Section 2. Bruce Fennie & Associates was determined by a Selection Committee to be the most qualified of the three respondents. This contract will be for a one (1) year period, July 1, 2009 through June 30, 2010, with the option to extend for up to three (3) consecutive one (1) year terms, at the sole discretion of the Authority. The contract is awarded at an annual cost not to exceed \$300,000.

Section 3. Funds have been appropriated in the 2009 Authority budget for this purpose.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: May 20, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held May 20, 2009.

Dated: 6-11-09



Charles S. Turner, Assistant Secretary

**Agenda
Monroe County Airport Authority
Regular Meeting
July 15, 2009**

- | | |
|---|--------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from May 20, 2009 meeting | Vazzana |
| 4. Audit Committee Report | Iacovangelo |
| 5. FBO Review Committee Report | Damelio |
| 6. Extension of MOMS Agreement for Fuel Facility | Damelio |
| 7. Presentation of the Annual Report | Damelio |
| 8. Traffic Report | Haas |
| 9. Directors Report | Damelio |
| 10. Other Business | Vazzana |

**Minutes
Monroe County Airport Authority
Regular Meeting
July 15, 2009**

Present: James Vazzana, Chairperson
Bernard Iacovangelo
Susan Keith
Willie Lightfoot
Steve Tucciarello

Absent: Don Johnson
Nick Juskiw

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
Daniel DeLaus, Secretary
Tammy Buck, Assistant to the Director
David Haas, Senior Management Analyst
Phil Mancini, Internal Auditor
Charles Turner, Assistant Secretary
Angela Veltre, Assistant Treasurer

The regular meeting of the Monroe County Airport Authority was called to order at 12:00 pm by Chairman Vazzana.

Approval of Minutes. It was moved by Member Lightfoot and seconded by Member Keith that the minutes of May 20, 2009 be approved. The motion passed unanimously 5-0

Audit Committee Report. Chairperson Iacovangelo reported that the Audit Committee met at 11:00 am prior to the Authority meeting. The Committee received an internal audit report from Mr. Mancini for the period May 21 through July 15, 2009. They also reviewed the financial statements through June 30, 2009 which reflected a solid financial operation of the airport. The revenues and expenses are holding approximately level and there is a surplus of approximately 1.6 million before taking into consideration depreciation. He also noted that the policies and procedures were working effectively. Chairman Vazzana thanked the audit committee and it's Chairman for its work in this regard.

FBO Review Committee Report. Mr. Damelio submitted a report dated July 13, 2009 from James A. Fumia, Esq. as Chairperson of the Fixed Base Operator Review Committee. Other members of the Committee are Scott Nasca and John DiMarco Jr. Mr. Damelio said the Committee did an excellent job. They acquired the necessary documentation regarding the FBO rates and held a public hearing to allow all tenants to express any comments or concerns they may have about the proposed rates. As a result of the Committee's work, revised rates were negotiated with the FBO which in the opinion of the Committee and the Director were fair and reasonable.

Chairman Vazzana thanked the Committee for its work and asked that a letter of thanks be prepared to be sent to the Committee Members. He also thanked Director Damelio for his work in bringing this matter to a satisfactory conclusion.

Authorizing a Second Extension with USAirports Flight Support, LLC, for the Management, Operation and Maintenance of the Fuel Facility at the Greater Rochester International Airport. Mr. Damelio pointed out that the County owns the storage tanks but the fuel stored in the tanks are owned by the participating airlines. It was determined not to issue an RFP for this contract because of the favorable business arrangements that were in place with the current Manager. There was also some consideration given to the County managing this facility with its own employees but upon investigation this proved to be cost prohibitive. Based upon review of the entire operation Mr. Damelio recommends that the existing agreement be extended pursuant to the proposed resolution through May 31, 2012 which is provided for in the existing contract; all other terms and conditions to remain the same. It was moved by Member Iacovangelo and seconded by member Tucciarello that Resolution No. 13 of 2009 be adopted. The motion passed unanimously 5-0.

Presentation of Annual Report. Mr. Damelio distributed the annual report. Jennifer Hanrahan had the lead role in the preparation of the report for 2008.

Traffic Report. Dave Haas reviewed the traffic report which he had distributed to all Members. He noted enplanements were down 8% which is approximately at the national average of 9%. Load factors remain constant at about 73% although landing weights are down 4%. He also noted that in regard to departures they have lost one trip.

Chairman Vazzana noted a New York Times article which referred to the lowest enplanements nationally in 20 years. Mr. Haas indicated that this did not seem to be the case in Rochester but that he could do some additional research.

Directors Report. Mr. Damelio distributed a Directors Report dated July 15, 2009 and reviewed it in detail with the Members.

Others Business. Chairman Vazzana congratulated the Airport Staff on the great job on the renovations occurring on the ground floor. He also welcomed Willie Lightfoot Jr. as a special guest to the meeting, son of Member Willie Lightfoot.

The meeting was adjourned at 12:45 pm. The next meeting is scheduled for September 16, 2009.

Respectfully Submitted,



Charles S. Turner
Assistant Secretary

Dated: 8-10-09

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 13 of 2009

**AUTHORIZING A SECOND EXTENSION WITH USAIRPORTS FLIGHT
SUPPORT, LLC, FOR THE MANAGEMENT, OPERATION AND
MAINTENANCE OF THE FUEL FACILITY AT THE GREATER
ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY
AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute an extension, and any amendments thereto, on behalf of the Monroe County Airport Authority, with USAirports Flight Support, LLC, One Airport Way, Rochester, New York 14624, for the management, operation, and maintenance of the fuel facility at the Greater Rochester International Airport for the term of August 1, 2009 through May 31, 2012. (The Agreement dated June 1, 2004 states that there may be an extension for up to three (3) years by mutual consent of the Authority and Operator. The extension shall incorporate the requirements and terms of the original Agreement dated June 1, 2004).

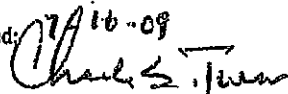
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: July 15, 2009

Vote: 5-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within resolution was duly adopted
By the Monroe County Airport Authority at a
General meeting held July 15, 2009.

Dated: 7/16/09



Charles S. Turner, Assistant Secretary

**Agenda
Monroe County Airport Authority
Regular Meeting
September 23, 2009**

- | | |
|--|--------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from July 15, 2009 | Vazzana |
| 4. Audit Committee Report | Iacovangelo |
| 5. Resolution to Amend Contract with Colon Management, Inc. d/b/a Goody Goodies | Damelio |
| 6. Resolution to Amend Contract with USAirports Flight Support South, LLC | Damelio |
| 7. Action Item Website FAQ's | Damelio |
| 8. Traffic Report | Haas |
| 9. Directors Report | Damelio |
| 10. Other Business | Vazzana |

Next meeting will be November 18, 2009

**Minutes
Monroe County Airport Authority
Regular Meeting
September 23, 2009**

Present: James Vazzana, Chairperson
Bernard Iacovangelo
Nick Juskiw
Don Johnson
Susan Keith
Steve Tucciarello

Absent: Willie Lightfoot

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
Daniel DeLaus, Secretary
Tammy Buck, Assistant to the Director
David Haas, Sr. Management Analyst
Phil Mancini, Internal Auditor
Charles Turner, Assistant Secretary
Angela Veltre, Assistant Treasurer

The regular meeting of the Monroe County Airport Authority was called to order at 12:00 pm by Chairman Vazzana.

Approval of Minutes from July 15, 2009. It was moved by Member Keith and seconded by Member Iacovangelo that the minutes of the meeting from July 15, 2009 be approved. The motion passed unanimously 6-0.

Audit Committee Report. Chairman Iacovangelo reported that they had received a report from the Internal Auditor Philip Mancini who has completed several reports which demonstrates compliance by the Concessionaires with their contracts. The financial statements show that the airport is doing well and that the revenues and expenses show approximately a 2 million dollar surplus when depreciation is excluded. Overall he feels that airport management is doing a good job regarding the finances of the airport. Chairman Vazzana thanked the Committee for its fine work.

Authorizing Resolution to Amend Contract with Colon Management, Inc., dba Goody Goodies. This Resolution will authorize the Airport Authority to take back some space on Concourse A from Colon Management to develop additional sources of revenue for the airport. This Concessionaire is behind on its rent payments but has a plan to pay back all arrears. The release of this space to the airport will allow Goody Goodies to

consolidate its operation at its other location in the terminal. Colon Management is a minority business and has been in the airport since 1992. It was moved by Member Tucciarello and seconded by Member Juskiw that Resolution No. 14 of 2009 be adopted. The motion passed unanimously 6-0.

Resolution to Amend Contract with USAirports Flight Support South, LLC. Director Damelio advised the Authority that this Resolution will allow the Authority to tack back certain parcels which are presently unused from the lease with USAirports Flight Support South, LLC. Mr. Damelio noted the location of the parcels in a photograph. The airport is exploring ways to utilize this property. The return of this property to the Authority has been approved by the FAA to avoid the banking of property by any one tenant. It was moved by Member Iacovangelo and seconded by Member Keith that Resolution No. 15 of 2009 be adopted. The motion passed unanimously 6-0.

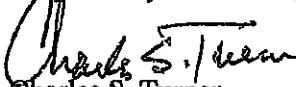
Action Item Website FAQ's. Director Damelio distributed a memo containing a number of frequently asked questions which will be posted on the Authority's website. The staff put these FAQ's together on an internal basis incurring no expense. Any suggestions by the Board for additional items to be included in this FAQ should be sent to Director Damelio.

Traffic Report. David Haas reviewed the traffic report which had been distributed to all Members of the Authority. He noted that year to date enplanements are down about 6 percent which is below the national average of 8.1 percent. Syracuse for example is down 10 percent. Load factors are up from last year in the June, July, August time frame. Landing rates have stabilized. There are presently 73 departures per day which is the same as last year.

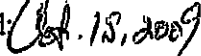
Directors Report. Director Damelio distributed his report dated September 23, 2009 and reviewed the items contained in the report. He also distributed a letter from Congresswoman Louise Slaughter dated September 16, 2009 regarding a federal grant to rehabilitate the taxiway Phase 2 Improve the Line-Of-Sight between Runways 4/22 and 10/28 at the airport. Director Damelio commented that the airport has received very positive support from both Congresswoman Slaughter and Senator Schumer.

The meeting was adjourned at 12:35 pm. The next meeting will be December 2, 2009.

Respectfully Submitted,


Charles S. Turner

Assistant Secretary

Dated: 

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 14 OF 2009

**AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH COLON
MANAGEMENT, INC d/b/a/ GOODY GOODIES IN THE TERMINAL AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT**

WHEREAS, the Concessionaire, Colon Management, Inc. d/b/a Goody Goodies has requested consolidation of their operation to one location within the Terminal. This revision to their business plan will allow them to operate more efficiently.

WHEREAS, the continued operation of Colon Management, Inc d/b/a Goody Goodies, a Minority and Women's Business Development (MWBD) entity, is beneficial to the Greater Rochester International Airport.

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute an amendment to the Operation of Food & Concession Agreement between the Monroe County Airport Authority and Colon Management, Inc. d/b/a Goody Goodies ("Concessionaire") dated January 1, 2005, authorizing the Concessionaire to cease operations, without further liability, of a concession kiosk in Concourse A of the Greater Rochester International Airport effective September 1, 2009, mutually agreed upon adjustments to the Minimum Annual Guarantee, and collection of any outstanding fees owing by the Concessionaire.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: September 23, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 23, 2009

Dated:

Oct 15, 2009
Charles S. Turner

Charles S. Turner, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 15 OF 2009

**AUTHORIZE AMENDMENT TO CONTRACT WITH USAIRPORTS FLIGHT
SUPPORT SOUTH, LLC AT THE GREATER ROCHESTER INTERNATIONAL
AIRPORT**

WHEREAS, the Monroe County Airport Authority is desirous of taking back certain parcels leased by USAirports Flight Support South, LLC as these parcels are currently being utilized for operation by the Greater Rochester International Airport as well afford opportunity for potential development by the Authority.

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute an amendment to the lease agreement between the Authority and USAirports Flight Support South, LLC dated December 19, 2008 to remove the parcels included in Schedules "A" and "B" of the lease agreement without further liability of either party to the other effective January 1, 2009.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: September 23, 2009

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 23, 2009

Dated:

Oct. 15, 2009

Charles S. Turner

Charles S. Turner, Assistant Secretary

**Agenda
Monroe County Airport Authority
Regular Meeting
December 2, 2009**

- | | |
|--|----------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Public Hearing on a Resolution of the Monroe County Airport Authority Authorizing a Sub-Lease with Rochester Flight Services, LLC for an aircraft hangar located at 1205 Scottsville Road scheduled for 11:58 p.m. on December 2, 2009. | Vazzana |
| 4. Public Hearing on a Resolution of the Monroe County Airport Authority Authorizing a Ground Sub-Lease with _____ for the premises located at 1185-1191 Scottsville Road for aviation purposes scheduled for 11:59 p.m. on December 2, 2009. | Vazzana |
| 5. Approval of Minutes from September 23, 2009 | Vazzana |
| 6. Audit Committee Report | Iacovangelo |
| 7. Approval and Adoption of the 2010 MCAA Budget | Iacovangelo |
| 8. Approval and Adoption of the 2010 Renewal and Replacement Budget | Iacovangelo |
| 9. Approval and Adoption of the 2010 Rates and Charges | Damelio |
| 10. Approval of Amended Lease Agreement with Eastman Kodak Company | Damelio |
| 11. Authorize a Sub-Lease Agreement with Rochester Flight Services, LLC for an Aircraft Hangar located at 1205 Scottsville Rd. | Damelio |
| 12. Approval and Adoption of the Revision to the Minimum Standards. | Damelio |
| 13. Authorize Amendment of Contract with Monroe County to Provide Legal Services | DeLaus/Taylor |
| 14. Traffic Report | Haas |
| 15. Directors Report | Damelio |
| 16. Schedule the dates for the 2010 Authority Meetings | Vazzana |
| 17. Other Business | Vazzana |

**Minutes
Monroe County Airport Authority
Regular Meeting
December 2, 2009**

Present: James Vazzana, Chairperson
Bernard Iacovangelo
Nick Juskiw
Steve Tucciarello

Absent: Don Johnson - excused
Susan Keith - excused
Willie Lightfoot

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
David Haas, Sr. Management Analyst
Charles Turner, Assistant Secretary
William Taylor, County Attorney
Tammy Buck, Staff Assistant to the Director

The regular meeting of the Monroe County Airport Authority was called to order at 12:00 pm by Chairman Vazzana.

Public Hearing on a Resolution of the Monroe County Airport Authority Authorizing a Sub-Lease with Rochester Flight Services, LLC for an aircraft hangar located at 1205 Scottsville Road. Chairman Vazzana opened the public hearing and noted that the hearing had been duly advertised. He asked if anyone wished to speak. There being no requests by anyone to speak, the public hearing was closed.

Public Hearing on a Resolution of the Monroe County Airport Authority Authorizing a Ground Sub-Lease for the premises located at 1185-1191 Scottsville Road for aviation purposes. Chairman Vazzana opened the public hearing and noted that the hearing had been duly advertised. He noted that the Airport Administration had reported that there was no response to the RFP in this matter and that the Airport Administration was not prepared to recommend an award of this Sub-Lease. Therefore, Chairman Vazzana declared the Public Hearing cancelled.

Approval of Minutes from September 23, 2009. It was moved by member Nick Juskiw and seconded by member Bernard Iacovangelo that the minutes of the meeting of September 23, 2009 be approved. The motion was passed unanimously 4-0.

Audit Committee Report. Chairman Iacovangelo reported that the Audit Committee had met November 16, 2009. Minutes had been prepared of the meeting and have been posted on the Authority's website. The committee reviewed the Audit Plan for the 2009

Audit with audit partner Randall Sheppard of Bonadio & Co. The committee further heard a report from the Internal Auditor for the Authority, Phil Mancini, regarding work completed and in progress to date. Chairman Iacovangelo noted that the staff of the airport had been very pro-active in insuring compliance with all requirements of those operating on the airport.

Approval and Adoption of the 2010 MCAA Budget. Audit Committee Chairman Iacovangelo noted that the proposed budget had been reviewed in detail at the Audit Committee and the committee recommended its adoption by the Authority. It was moved by member Nick Juskiw and was seconded by member Steve Tucciarello that Resolution #16 of 2009 be adopted. The motion passed unanimously 4-0.

Approval and Adoption of the 2010 Renewal and Replacement Budget for the Monroe County Authority. Chairman Iacovangelo reported that the Audit Committee had reviewed this Renewal and Replacement Budget in detail at the Audit Committee Meeting and recommended approval by the Authority. It was moved by member Nick Juskiw and seconded by member Bernard Iacovangelo that Resolution #17 of 2009 be adopted. The motion passed unanimously 4-0.

Approval and Adoption of the 2010 Rates and Charges at the Greater Rochester International Airport. Director Damelio reported that this had been reviewed in detail with representatives of the airline. He provided to the Authority a copy of the PowerPoint Presentation which had been given to said representatives. He noted the substantial assistance provided by Angela Veltre and David Haas of the airport staff. They had received positive feedback from several airlines and have attempted to work closely with the airlines for a better understanding as to the basis of said rates and charges. It was moved by member Bernard Iacovangelo and seconded by member Steve Tucciarello that Resolution #18 of 2009 be adopted. The motion passed unanimously 4-0.

Approval of Amended Lease Agreement with Eastman Kodak Company for the lease of land located at 1205 Scottsville Road at the Greater Rochester International Airport. Director Damelio noted that this had been a matter of discussion over approximately a two year period with Kodak. Kodak desired to return the hanger to the Authority. Director Damelio met with the FAA who strongly supported this decision. This will allow the airport to promote the use of the hanger stimulating economic development and maintains a good relationship with Eastman Kodak Company. Member Bernard Iacovangelo noted that Kodak had originally constructed this building and the Authority will take possession of the building and parcel without additional cost. It was moved by member Bernard Iacovangelo and seconded by member Nick Juskiw that Resolution #20 of 2009 be adopted. The motion passed unanimously 4-0.

Authorize a Sub-Lease Agreement with Rochester Flight Services, LLC for an Aircraft Hangar located at 1205 Scottsville Road at the Greater Rochester International Airport. Director Damelio noted that this is the same hangar and parcel which was the subject of Resolution #20 of 2009. The award of this Sub-Lease is the

result of an RFP. The Authority received two responses to the RFP and Rochester Flight Services; LLC is the recommended proposer by the five member selection committee. The sub-tenant will not be providing fixed based operator services but rather will be using the facility as a hanger and will purchase FBO services. Member Bernard Iacovangelo noted that the Authority will be receiving a fair commercial rate for this property. In response to a question by Chairman Vazzana, Director Damelio noted that Kodak is current on its rent and that the principals of the successful proposer had submitted financial information to the Authority which was carefully reviewed. It was moved by member Bernard Iacovangelo and seconded by member Nick Juskiw that Resolution #19 be adopted. The motion passed unanimously 4-0.

Approval and Adoption of the Revision to the Minimum Standards for Commercial Aeronautical Activities at the Greater Rochester International Airport. Director Damelio noted that this had been prepared in consultation with aviation counsel Scott Lewis and had not previously been reviewed since 1977. It gives the Authority more control over operation by its tenants through enhanced reporting and provides further safety protection at the airport. The draft has been submitted to the FAA for review which was favorable. We will submit the final version to the FAA for additional review. All tenants will be bound by these minimal standards which will be reviewed with all tenants prior to its effective date of January 1, 2010. It was moved by member Juskiw and seconded by member Iacovengalo that Resolution #21 2009 be adopted. The motion passed unanimously 4-0.

Authorize Amendment of a Contract with the County of Monroe to Provide Legal Services. County Attorney William Taylor noted that this extends the existing contract for one additional year through December 31, 2010. There is no increase in fees. It was moved by member Bernard Iacovangelo and seconded by member Nick Juskiw that Resolution #22 of 2009 be adopted. The motion passed unanimously 4-0.

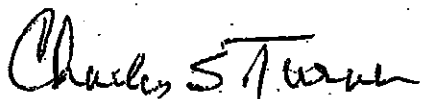
Traffic Report. David Haas presented the written travel report and noted that enplanements are 5.5% lower than 2008 but this is still stronger than the national averages. Load factors are up from 2008. Security screening during Thanksgiving week was very satisfactory. Landing rates are stable and number of departing flights are 3.4% down from 2008.

Directors Report. Director Damelio submitted a written report dated December 2, 2009 and reviewed each of the items on the report.

Schedule of 2010 Authority Meetings. The schedule was distributed to all members with the next meeting being January 20, 2010. Chairman Vazzana noted that there is an Open House at the Airport scheduled for December 17, 2009 and that all Authority members are invited.

The meeting was adjourned at 12:50 pm.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Charles S. Turner".

Charles S. Turner
Assistant Secretary

Dated: 12-8-09

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 16 OF 2009

**APPROVAL AND ADOPTION OF THE 2010 MONROE COUNTY AIRPORT
AUTHORITY OPERATING BUDGET**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

**Section 1. The 2010 Budget, in the form presented to the Authority and attached
hereto is adopted.**

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2009

Vote: 4-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held December 2, 2009

Charles S. Turner

Dated: 12-8-09

MONROE COUNTY AIRPORT AUTHORITY

THE 2010 PROPOSED BUDGET AND ANALYSIS IS AS FOLLOWS:

| | 2009 BUDGET | 2010 BUDGET | Increase (Decrease) | % Change |
|---|----------------------|----------------------|------------------------|-------------|
| PROFESSIONAL SERVICES | \$ 675,000 | \$ 643,700 | \$ (31,300) | -4.6% |
| OTHER EXPENSES | 505,000 | 506,300 | 1,300 | 0.3% |
| COUNTY OPERATION & MAINTENANCE | 17,412,939 | 17,520,595 | 107,656 | 0.6% |
| COUNTY SUBORDINATED DEBT-PRINCIPAL | 684,344 | 1,308,568 | 624,224 | 91.2% |
| COUNTY SUBORDINATED DEBT-INTEREST | 589,431 | 1,140,966 | 551,535 | 93.6% |
| REVENUE & REFUNDING BOND DEBT SERVICE | 8,294,386 | 8,511,010 | 216,624 | 2.6% |
| AMORTIZATION OF BOND ISSUANCE COSTS | 759,950 | 698,825 | (61,125) | -8.0% |
| TRANSFER TO RENEWAL & REPLACEMENT FUND | 3,047,695 | 3,078,696 | 31,001 | 1.0% |
| TRANSFER TO OPERATION & MAINT. RESERVE FUND | 0 | 0 | 0 | |
| TOTAL | \$ 31,968,745 | \$ 33,408,660 | \$ 1,439,915 | 4.5% |

THE ATTACHED WORKSHEET PROVIDES SUPPORT FOR THE LINE ITEMS ABOVE.

AT THIS DATE THE COUNTY BUDGET HAS NOT BEEN APPROVED.

THE 2010 RATES AND CHARGES MATERIAL TO BE PROVIDED AT DECEMBER 2, 2009 MEETING.

2010 BUDGET REQUIREMENT

FUND AND ITEM

RENEWAL & REPLACEMENT FUND:

| | | | | |
|---|--|----|---------------|---------------------|
| 2010 AUTHORIZED SPENDING | | \$ | 3,084,167 | |
| LESS: ESTIMATED INTEREST EARNINGS @ 1.00% | | | <u>15,471</u> | |
| NET REQUIREMENT | | | | \$ <u>3,078,696</u> |

OPERATION & MAINTENANCE RESERVE FUND:

| | | | | |
|---|----|-------------------|--------------|-------------|
| AIRPORT ENTERPRISE FUND BUDGET | \$ | 20,951,802 | | |
| LESS: DEBT SERVICE | | 3,431,207 | | |
| PLUS: MCAA PROFESSIONAL SERVICES & OTHER EXPENSES | | <u>1,150,000</u> | | |
| BALANCE TO BE RESERVED | \$ | <u>18,670,595</u> | | |
| RESERVE REQUIREMENT (1/6 OF ABOVE) | | | \$ 3,111,765 | |
| LESS: 12/31/09 ESTIMATED BALANCE | \$ | 3,080,955 | | |
| INTEREST @ 1.00% | | <u>30,810</u> | | |
| NET REQUIREMENT | | | | \$ <u>0</u> |

RENT TO COUNTY:

| | | |
|-----------|----|------------------|
| PRINCIPAL | \$ | 1,801,419 |
| INTEREST | | <u>1,829,788</u> |
| TOTAL | \$ | 3,431,207 |

| | | |
|--|--|------------------|
| LESS FUEL FARM REVENUE & RESERVE FOR BONDED DEBT | | <u>(981,673)</u> |
|--|--|------------------|

| | | |
|-------|----|------------------|
| TOTAL | \$ | <u>2,449,534</u> |
|-------|----|------------------|

MCAA DEBT SERVICE:

| | | |
|------------------|----|-----------|
| TERMINAL | \$ | 6,890,882 |
| AUTO PARKING | | 1,722,639 |
| AIRFIELD | | 6,816 |
| FREIGHT SERVICE | | 0 |
| GENERAL AVIATION | | <u>0</u> |

| | | |
|-------|----|-----------|
| TOTAL | \$ | 8,620,337 |
|-------|----|-----------|

| | | |
|---|--|---------------|
| LESS: INTEREST ON DEBT SERV FND @ 1.00% | | 21,551 |
| INTEREST ON DBT SRV RSRV FND @ 1.00% | | <u>87,776</u> |

| | | |
|-----------------|----|------------------|
| NET REQUIREMENT | \$ | <u>8,511,010</u> |
|-----------------|----|------------------|

PROFESSIONAL SERVICES:

| | | |
|---------------------------------|----|---------------|
| AVIATION PLANNING & CONSULTANTS | \$ | 368,700 |
| FINANCIAL AUDIT | | 40,000 |
| COUNTY ATTORNEY | | 75,000 |
| COUNTY FINANCE DEPT | | 75,000 |
| INTERNAL AUDIT | | 75,000 |
| TRUSTEE AND OTHER SERVICES | | <u>10,000</u> |

| | | |
|-------|----|---------|
| TOTAL | \$ | 643,700 |
|-------|----|---------|

OTHER EXPENSES:

| | | |
|-----------------------------------|----|----------------|
| EVENTS (AIR SHOW/WALK THE RUNWAY) | \$ | 20,000 |
| BOARD EXPENSES | | 10,000 |
| EXIT LANE SECURITY COSTS | | 461,300 |
| TRAVEL | | <u>15,000</u> |
| | \$ | <u>506,300</u> |

| | | |
|--------------------------|----|------------------|
| TOTAL AUTHORITY EXPENSES | \$ | <u>1,150,000</u> |
|--------------------------|----|------------------|

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 17 OF 2009

**APPROVAL AND ADOPTION OF THE 2010 RENEWAL AND REPLACEMENT
BUDGET FOR THE MONROE COUNTY AIRPORT AUTHORITY**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby approves and adopts the 2010 Renewal and Replacement Budget as presented at this meeting and appended hereto and made a part hereof.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2009

Vote: 4-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held December 2, 2009

Dated: 12-8-09

Charles S. Turner

Charles S. Turner, Assistant Secretary

**Greater Rochester International Airport
2010 Renewal and Replacement Fund
Approval Date: December 2, 2009**

Sources of Funds:

| | |
|--|---------------------------|
| Annual Allocated (as calculated in rates and charges model) | \$1,493,550 |
| Annual Capital Appropriation from Surplus (as calculated in rates and charges model) | 1,000,617 |
| Annual Allocation (Airline contract minimum) | <u>600,000</u> |
| Total available: | <u><u>\$3,094,167</u></u> |

Budgeted Uses of Funds:

| | |
|---|-------------|
| Terminal Facility Enhancement Projects: | \$1,204,167 |
|---|-------------|

Allocation of funding for green energy initiatives, facility improvements, build-outs and maintenance equipment related to the terminal and adjacent area including parking.

| | |
|---|-----------|
| Field Maintenance Operational Projects: | 1,150,000 |
|---|-----------|

Allocation of funding for capital improvement projects to include buildings, hangars, taxiways, aprons, roadways, and parking areas. To include allocation of funding for green energy initiatives. Projects include but are not limited to replacement/repair of structural systems, roofs, hvac systems, fire/sprinkler systems, and resurfacing of pavement areas.

| | |
|--------------------------|---------|
| Airport Capital Project: | 240,000 |
|--------------------------|---------|

Allocation of funding for capital projects: Local share (2.5%) of FAA Grant aid of \$9.6 million in Airport Improvement Program (AIP) aid (\$4.6m Entitlement Funds, \$5.0m Discretionary Funds)

Note: Based upon allocation for Federal fiscal year 10/1/2009 to 9/30/2010

| | |
|-----------------------|---------|
| Property Acquisition: | 500,000 |
|-----------------------|---------|

Allocation of funding for property acquisition as outlined in the Airport Master Plan

| | |
|----------------------|---------------------------|
| Total uses of funds: | <u><u>\$3,094,167</u></u> |
|----------------------|---------------------------|

Any de minimis unencumbered funds or adjusted funds from the final year end allocation (as required by the airline agreement formula) will impact current year allocations or be an advance purchase to meet 2009 requirements.

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 18 OF 2009

**APPROVAL AND ADOPTION OF THE 2010 RATES AND CHARGES AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby approves and adopts the 2010 Rates and Charges at the Greater Rochester International Airport as presented at this meeting and appended hereto and made a part hereof.

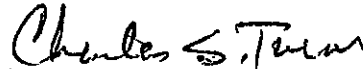
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2009

Vote: 4-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held December 2, 2009

Dated: 12-8-09



Charles S. Turner, Assistant Secretary

EXHIBIT "G-3"
PROPOSED
GREATER ROCHESTER INTERNATIONAL AIRPORT
TERMINAL RENTAL CHARGES
AND
LANDING FEE CHARGES

JANUARY 1, 2010 THROUGH DECEMBER 31, 2010
(Rates and Charges Subject to Change)

TERMINAL RENTAL CHARGES

| | <u>Signatory Rate</u> | <u>Non Signatory Rate</u> |
|---|---------------------------|-------------------------------|
| Ticket Counter & Queue | \$ 70.77 | \$ 88.46 |
| Ticket Offices; Upper Level Offices V.I.P. Rooms; Hold Rooms | \$ 63.69 | \$ 79.61 |
| Bag Claim; Baggage Services Offices; Sec. Chkpt. | \$ 56.61 | \$ 70.77 |
| Bag Make Up; Operations Area Ofcs. | \$ 49.54 | \$ 61.92 |
| Tug Drives | \$ 17.69 | \$ 22.11 |

FACILITY USE FEE (Non-Signatory Scheduled Operations)

| | | |
|--------------------|------|---------|
| Charter Operations | n.a. | \$ 3.16 |
| | | \$ 3.48 |

PASSENGER FACILITY CHARGE (PFC)

| | |
|---------|---------|
| \$ 4.50 | \$ 4.50 |
|---------|---------|

JOINT USE FEES

Security Checkpoint, Bag claim and Tug Drive Charges are based upon 10% of the total rentals prorated equally among the Scheduled Air Carriers using the facilities and the remaining 90% of the total rentals are prorated among each Scheduled Air Carrier's enplaned passengers during the month as a percentage of the total enplaned passengers of all Scheduled Air Carriers using these facilities.

AIRCRAFT APRON FEE (p.l.f.)

| | |
|-----------|-----------|
| \$ 531.20 | \$ 664.00 |
|-----------|-----------|

AIRCRAFT PARKING CHARGES

Charges for the parking of aircraft on unleased ramp aprons or taxiways. Charges are per aircraft and are per eight hour period (RON).

| | | |
|--------------------------------|-----------|-----------|
| Aircraft with 49 or less seats | \$ 100.00 | \$ 100.00 |
| Aircraft with 50 or more seats | \$ 200.00 | \$ 200.00 |

Charges will be waived for Signatory Airlines parking aircraft due to mechanical delays.

AIRCRAFT LANDING FEES (/1000 lbs. Mgtw)

| | |
|---------|---------|
| \$ 2.82 | \$ 3.32 |
|---------|---------|

AUTHORITY GATE USE CHARGE (per turn)

| | |
|-----------|-----------|
| \$ 151.53 | \$ 189.41 |
|-----------|-----------|

LOADING BRIDGE RENTAL CHARGE (monthly)

| | |
|-------------|-------------|
| \$ 1,231.28 | \$ 1,539.10 |
|-------------|-------------|

FUEL FLOWAGE FEE (per applied gallon)

| | |
|------|---------|
| N.A. | \$ 0.07 |
|------|---------|

GLYCOL FLOWAGE FEE (per applied gallon)

| | |
|---------|---------|
| \$ 0.64 | \$ 0.64 |
|---------|---------|

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 20 OF 2009

**APPROVAL OF AMENDED LEASE AGREEMENT WITH EASTMAN KODAK
COMPANY FOR THE LEASE OF LAND LOCATED AT 1205 SCOTTSVILLE ROAD AT
THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

WHEREAS, Landlord and Tenant desire to amend certain terms of the Lease to reflect the mutual understanding of the parties that Tenant no longer desires to rent the aircraft hangar located on the Property that is noted as Hangar A in the map attached as Exhibit A-1, and Landlord desires to regain full possession and use of said aircraft hangar.

WHEREAS, Landlord and Tenant desire to amend certain terms of the Lease to reflect the transfer of full use and possession of said aircraft hangar to Landlord, to adjust and reduce the rental payments by Tenant accordingly, and to provide for the shared use of certain areas of the Property which were formerly exclusively used by Tenant, consisting of entranceway from Scottsville Road and the main parking area.

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves the lease as amended with Eastman Kodak Company to provide for the following:

- A. lease agreement is hereby amended to consist of approximately 176,055 square feet of land at the Greater Rochester International Airport, the boundaries of which leased land are identified as "Kodak" on the map attached as Exhibit A-1, and which leased land is improved by a certain building identified as Hangar B on said map and certain other structures, appurtenances, and improvements
- B. annual rent of \$59,858.70 at the rental rate of \$.34 per square foot of land, to be paid in twelve (12) equal installments on the first day of each month
- C. landlord accepts the surrendered property and the common areas and security gate and all other improvements on the common areas in their current, "as-is" condition; and
- D. landlord shall be responsible to maintain, repair, and replace as necessary all the common areas and the improvements thereon, including without limitation the removal of snow, maintenance of landscaping, the security fence and the security gate, and restriping of parking area.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2009

Vote: 4-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority

at a General Meeting held December 2, 2009

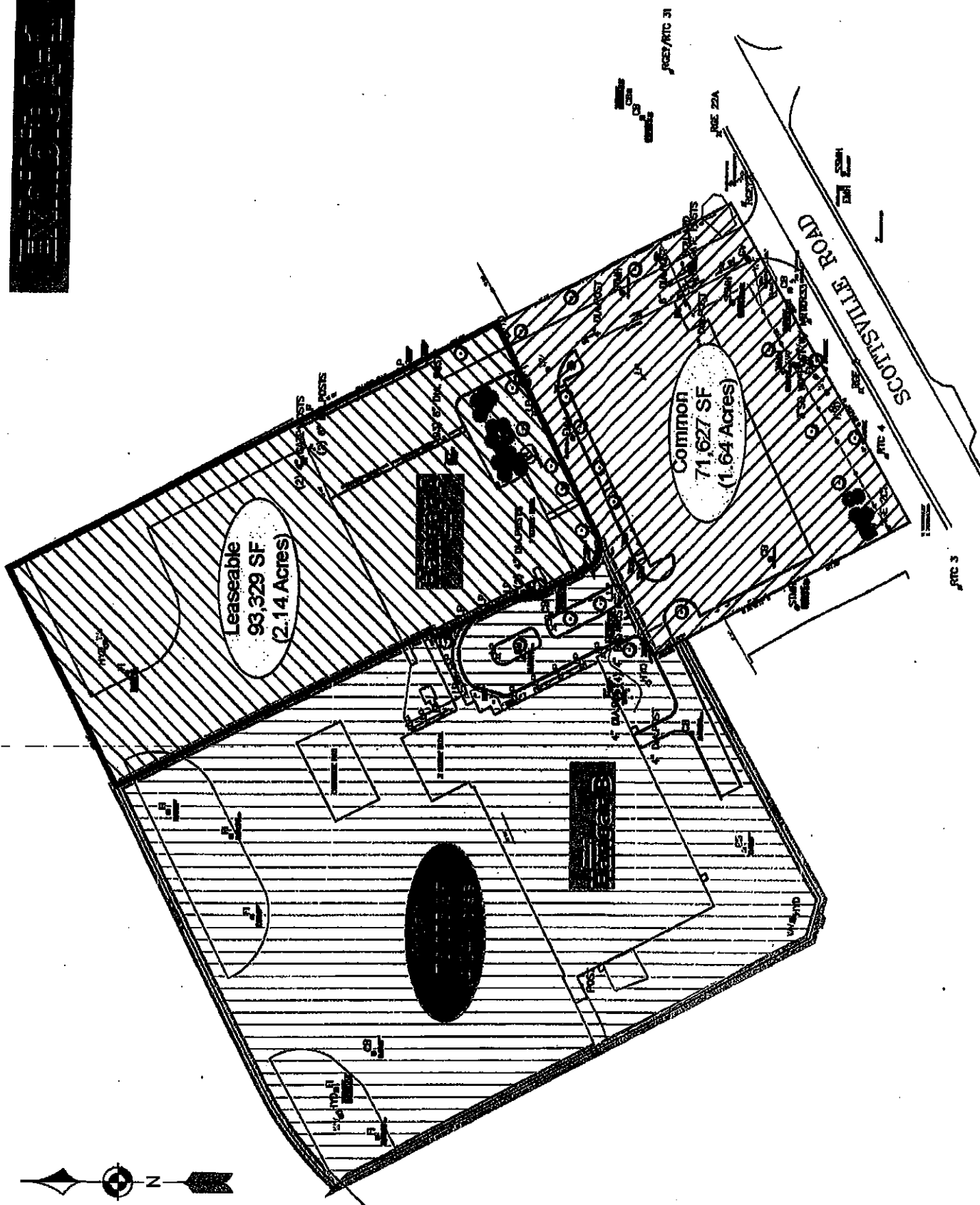
Dated:

12-8-09

Charles S. Turner

Charles S. Turner, Assistant Secretary

EXHIBIT



MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 19 OF 2009

AUTHORIZE A SUB-LEASE AGREEMENT WITH ROCHESTER FLIGHT SERVICES, LLC FOR AN AIRCRAFT HANGAR LOCATED AT 1205 SCOTTSVILLE ROAD AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The County Executive, or her designee, is hereby authorized to execute a sub-lease agreement with Rochester Flight Services, LLC to provide for the following:

- A. a premises consisting of 73,589 square feet of land, and 19,740 square feet of aircraft hangar space, located at 1205 Scottsville Road, in the Town of Chili
- B. a term of five (5) years commencing on January 1, 2010 with the option to extend the term for two additional consecutive five year terms by mutual consent
- C. an annual rent of \$ 143,460.26 at the rental rate of \$6.00 per square foot of aircraft hangar space, and \$.34 per square foot of land, to be paid in twelve (12) equal installments on the first day of each month
- D. rental rates set forth above shall be subject to review and possible escalation at three (3) year intervals during the term of this Sub-Lease and any extension(s); such escalations shall be based upon increases in the Consumer Price Index of the US Department of Labor from the effective date of this lease; and in no event shall the annual rental be less than set forth above.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2009

Vote: 4-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held December 2, 2009

Dated:

12-8-09

Charles S. Turner

Charles S. Turner, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 21 OF 2009

**APPROVAL AND ADOPTION OF THE REVISION TO THE MINIMUM STANDARDS
FOR COMMERCIAL AERONAUTICAL ACTIVITIES AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves and adopts the
Minimum Standards for Commercial Aeronautical Activities at the Greater Rochester
International Airport, as revised.

Section 2. This resolution shall take effect January 1, 2010.

ADOPTION: Dated: December 2, 2009

Vote: 4-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held December 2, 2009

Dated: 12-8-09


Charles S. Turner, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 22 OF 2009

**AUTHORIZE AMENDMENT OF A CONTRACT WITH THE COUNTY
OF MONROE TO PROVIDE LEGAL SERVICES**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute an amendment to a contract with the County of Monroe for legal services effective January 1, 2005 through December 31, 2007 as amended to extend the term of said contract from January 1, 2010 through December 31, 2010 on the same terms and conditions.

Section 2. Funds have been appropriated in the 2010 Authority budget.

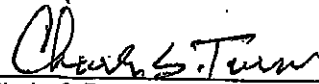
Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2009

Vote: 4-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held December 2, 2009

Dated: 12-8-09


Charles S. Turner, Assistant Secretary